

TEACHER INCENTIVE GRANT - APPLICATION DIRECTIONS

BEFORE YOU BEGIN

Please preview an example Teacher Incentive Narrative and Budget at http://www.nd.gov/arts/arts_ed/images-pdfs/SampleTeacherIncentiveGrantNarrativeBudget.pdf.

Gather the following information from your school principal or fiscal agent before you begin the online application:

- The date the organization (school) was found.
- The date on which the school fiscal year ends.
- FEIN TAX ID- An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify a business entity. Ask your administrator or chief financial officer to provide your organization's FEIN TAX ID number.
- DUNS# - The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and schools already have DUNS numbers. Ask your administrator or chief financial officer to provide your organization's DUNS number.
To register or search for a DUNS number, go to:
<http://fedgov.dnb.com/webform/displayHomePage.do>
- A letter from the school's principal indicating the school's willingness to accept funds on behalf of the applicant. To see an example, click here:

STEP BY STEP APPLICATION PROCESS

PART A - CREATING A USER PROFILE

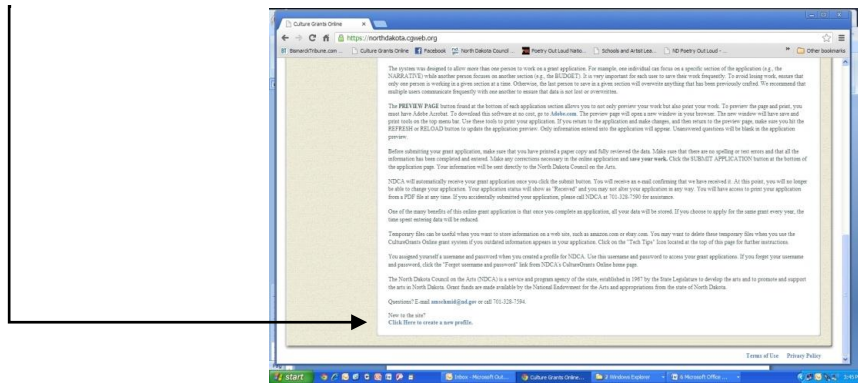
1. Go to the online Culture Grant System (CGO) at <https://northdakota.cgweb.org/>
Read the directions on this page.

If you are new to the CGO online system, you must complete steps 2-16 to create a user profile. This profile will be used to identify you for this and all future grant applications.

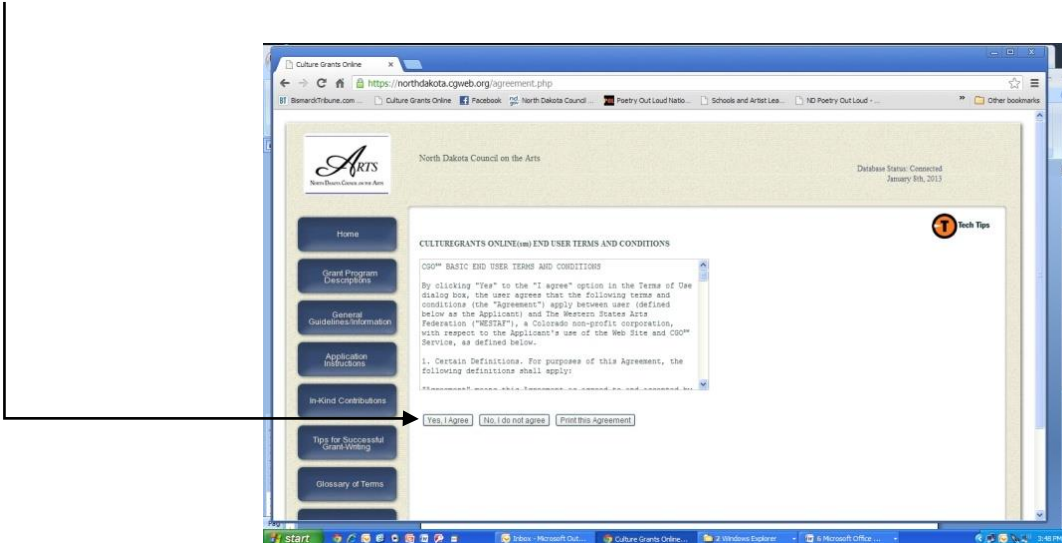
If you have previously applied for a NDCA a grant, you may already have a user profile in the system. Use your previously established Username and Password to login and skip to step 16. If you need assistance locating your Username and Password contact the NDCA Arts in Education Director.

Create a user profile. Previous applicants may login and skip to step 16.

2. Click here to create a profile.



3. Read and agree to the terms for the CGO Online End User Terms and Conditions.



Complete the Primary Contact Information

4. Please select **Organization** for the profile (you are applying on behalf of the school.)
5. Complete the Primary Contact Information with **your name, phone number and email.**
6. Create a Username and Password. **Save this information!**

Culture Grants Online

https://northdakota.cgweb.org/new_profile.php

North Dakota Council on the Arts

Database Status: Connected January 9th, 2013

* Please choose the type of profile you are creating:

☐ Individual

☐ Organization

Primary Contact Information

Salutation: Mrs.

* First Name: Mary

Middle Initial:

* Last Name: Smith

Title:

* Phone: (701) 000-0000

* Email: mary.smith@seandit.nodak

* Confirm Email: mary.smith@seandit.nodak

* Username: MaryS

* Password: ***

* Confirm Password: ***

Complete the Applicant Information

7. For Legal Name, enter the **name of your school.** The date of incorporation may be left blank.
8. Supply the school's **FEIN TAX ID.** (Ask your principal or school's fiscal manager for this information.)
9. For Applicant Status, select **Organization – Non-profit.**
10. The Congressional District for all schools in ND is **1**
11. To find your State House District and State Senate District, use the link provided by entering your 9 digit area code.

Culture Grants Online

https://northdakota.cgweb.org/new_profile.php

* Confirm Password: ***

Applicant Information

* Legal Name: Sunny Brook School

(For Organization or Partnership)

Date of 501(c)(3) Incorporation (if applicable): 01/01/2001

* FEIN/TAX ID: 00-0000000

* Address: 00000 Somewhere Ave

Address (line 2):

* City: Somewhere

* Country: UNITED STATES

* State/Province: North Dakota

* Postal Code: 58501-2622

* Phone: (701) 000-0001

Fax:

* Organization Type: Elementary School

* Applicant Status: Organization - Non-Profit

* Applicant Discipline: Visual Arts

* Grantee Race: Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White, No single group

* Congressional District: 1

For At-Large Districts enter "00"

* State House District: 35

* State Senate District: 35

Find your district numbers at View Smart by entering in your 9-digit zip code.

12. Complete the **Date Organization was Found** and **Fiscal Year Ends Date**.
13. Copy and paste your school's **Mission Statement** in the provided space.
14. Copy and paste your school's (Organization) History or leave blank by adding N/A
15. Find your schools **DUNS#** by using the link above or by speaking to your administrator or school's fiscal agent. A DUNS# is required with all applications.
16. **SUBMIT**

The screenshot shows the 'new_profile.php' form on the Culture Grants Online website. Arrows from the instructions point to the following fields:

- Grantee Race:** A dropdown menu with options: Asian, Black/African American, Hispanic/Latino, American Indian/Alaska Native, Native Hawaiian/Pacific Islander, White, and No single group.
- Congressional District:** A text box with the instruction 'For At-Large Districts enter "00"'. The value '1' is entered.
- State House District:** A text box with the value '35'.
- State Senate District:** A text box with the value '35'.
- Date Organization Formed:** A date picker showing '1/1/2013'.
- Fiscal Year Ends Date:** A date picker showing '12/31/2013'.
- Mission Statement:** A text area with a character limit of 1,600. The current count is 44. The instruction says 'copy and paste the schools mission statement'.
- Organization History:** A text area with a character limit of 1,600. The current count is 15. The instruction says 'copy and paste'.
- DUNS Number:** A text box with a link to 'To receive your DUNS number please visit http://ngsa.dnb.com/it/update-company/lookup.html'.
- Web Address:** A text box with the prefix 'http:' and a blank space for the domain.
- Submit:** A red button at the bottom right.

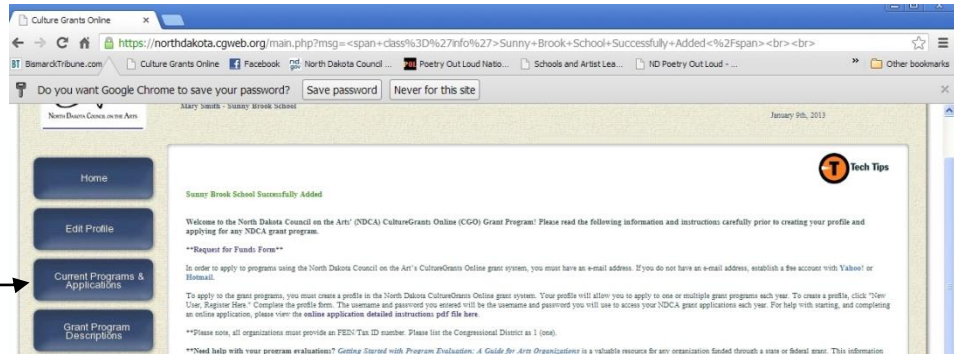
CONGRATULATIONS! You have now completed the New Profile process. This profile can now be used to apply for all Arts in Education Grants. Remember to save your Username and Password. (You will skip this step for all future TI Grant applications and enter the CGO website automatically using your Username and Password.)

The screenshot shows the main page of the Culture Grants Online website. A success message at the top reads: 'Sunny Brook School Successfully Added'. Below this, a welcome message states: 'Welcome to the North Dakota Council on the Arts' (NDCA) CultureGrants Online (CGO) Grant Program! Please read the following information and instructions carefully prior to creating your profile and applying for any NDCA grant program. **Request for Funds Form**'. At the bottom, it says: 'In order to apply to programs using the North Dakota Council on the Arts' CultureGrants Online grant system, you must have an e-mail address. If you do not have an e-mail address, establish a free account with 'Yahoo!' or 'Hotmail.''. On the left side, there are three buttons: 'Home', 'Edit Profile', and 'Current Programs & Applications'. A 'Tech Tips' icon is also visible on the right.

PART B - TEACHER INCENTIVE GRANT APPLICATION

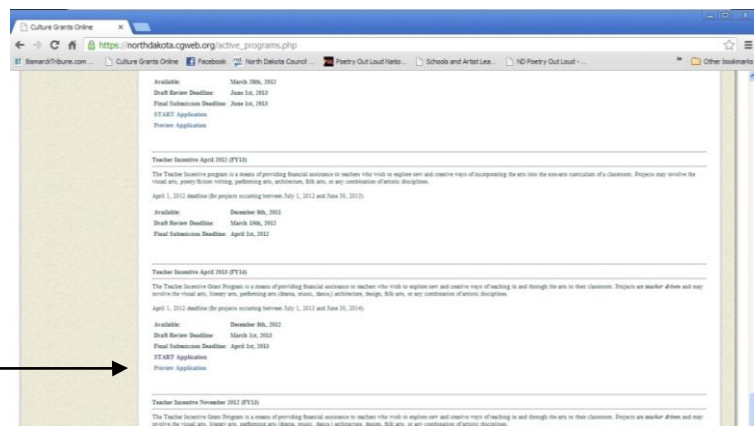
Remember, you can return to your grant application at any time. Be sure to save as you proceed. Previous applicants must first login using their established Username and Password.

17. Select Current Programs and Applications on the left-hand selection bar.



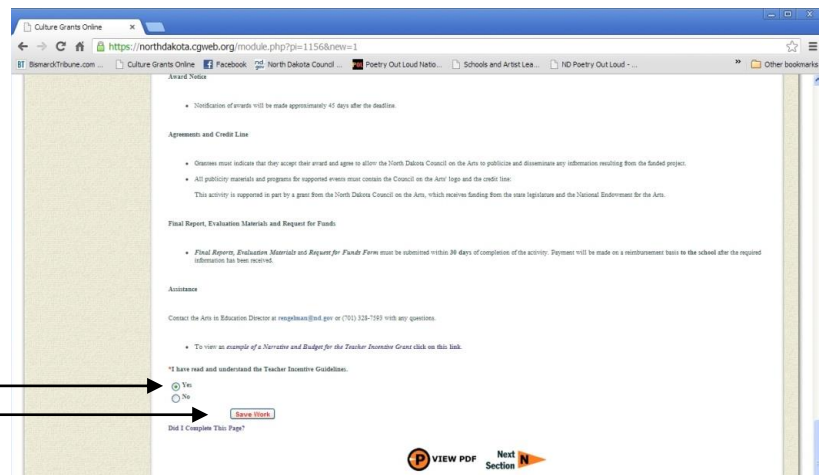
18. Scroll down to find the most current Teacher Incentive Grant.

19. Select **START Application**



20. Read and indicate **YES** if you understand the Guidelines for the Teacher Incentive Grant.

21. **Save Work**



GRANT APPLICATION

22. Complete information under **Applicant** and **Activity**

ARTS DISCIPLINE

23. Indicate the Arts Discipline that best fits the focus for this project.

INTEGRATION

24. Indicate the other area of the curriculum that best fits the focus for this project.

CERTIFY

25. Use the current date for Teacher and Principal's signature

26. Save Work

27. Select View PDF and print pages 3 and 4. Both you and the principal must sign this signature page and return it to NDCA via US mail along with a Letter of Recommendation (step 31) from your principal.

The screenshot shows the 'Culture Grants Online' application form. The browser address bar displays 'https://northdakota.cgweb.org/module.php?mod_id=15074'. The form includes a sidebar with 'Glossary of Terms' and 'Logout' buttons. The main content area contains the following sections:

- *Project Title**: A text box with the placeholder 'Shapes are All Around Us'.
- Character Count**: 24 out of 800.
- *Estimated Number of Students Participating**: 24.
- *Total Number of Teachers Participating**: 1.
- *Total Number of Artists Participating**: 0.
- *Total Grant Amount Requested**: \$249.
- Arts Discipline**: A dropdown menu with 'Visual Arts' selected.
- Integration**: A dropdown menu with 'Mathematics' selected.
- Event**: A section for the applicant teacher's signature and date, and the school principal's signature and date.
- Did I Complete This Page?**: A section with 'Previous Section', 'VIEW PDF', and 'Next Section' buttons.

Arrows from the instructions point to the 'Arts Discipline' dropdown (23), the 'Integration' dropdown (24), the 'Event' section (25), the 'VIEW PDF' button (26), and the 'VIEW PDF' button (27).

Project Narrative Questions

28. Answer each question in the spaces provided - or - use the option to upload your completed Narrative as a word document. NDCA recommends that you use the upload option as it allows for easier review and editing. Please include the Narrative Questions with each response.

In order to upload properly, this document must be saved as a pdf. or doc. Documents saved as docx. will not upload.

29. If you choose to upload your Narrative, indicate **UPLOADED FILE** in each space.

30. Save Work

The screenshot shows the 'Project Narrative Questions' section of the Culture Grants Online application. The left sidebar contains navigation links: Home, Edit Profile, Current Programs & Application, Grant Program Descriptions, General Guidelines Information, Application Instructions, and In-Kind Contributions. The main content area is titled 'Teacher Narrative April 2013 (FY14) #T0004'. It includes a 'Tech Tips' icon and a list of questions to be answered. A red arrow points from the 'General Guidelines Information' link in the sidebar to the 'UPLOADED FILE' option in the 'Project Narrative Questions' section. The form includes a text area for the answer and a 'Save Work' button.

Itemized Project Budget

31. Repeat the above process for the Itemized Project Budget.

32. Save Work

The screenshot shows the 'Itemized Project Budget' section of the Culture Grants Online application. The left sidebar contains navigation links: Edit Profile, Current Programs & Application, Grant Program Descriptions, General Guidelines Information, Application Instructions, In-Kind Contributions, Tip for Successful Grant Writing, Glossary of Terms, and Logout. The main content area is titled 'Itemized Project Budget'. It includes a 'Tech Tips' icon and a list of questions to be answered. A red arrow points from the 'Application Instructions' link in the sidebar to the 'UPLOADED FILE' option in the 'Itemized Project Budget' section. The form includes a text area for the answer and a 'Save Work' button.

Principal's Recommendation

33. Repeat the above process for the Principal's Recommendation.

34. Save work

The screenshot shows the 'Principal's Recommendation' section of the Culture Grants Online application. The left sidebar contains navigation links: Home, Edit Profile, Current Programs & Application, Grant Program Descriptions, General Guidelines Information, Application Instructions, In-Kind Contributions, Tip for Successful Grant Writing, Glossary of Terms, and Logout. The main content area is titled 'Principal's Recommendation'. It includes a 'Tech Tips' icon and a list of questions to be answered. A red arrow points from the 'Application Instructions' link in the sidebar to the 'UPLOADED FILE' option in the 'Principal's Recommendation' section. The form includes a text area for the answer and a 'Save Work' button.

Consultant/Artist's Qualifications

35. Repeat the above process for the Consultant/Artist's Qualifications if applicable. If you are not using an art consultant or artist for your project, write N/A in the space provided.
36. Save Work

Submit Application

37. Select from the following options:
 - a. If you would like to continue working on your application, skip this page and close out.
 - b. If you would like feedback on your grant, please select **Draft Review Submission**. This option is only available **30 days prior** to the date of planned activity.
 - c. If you feel your application is complete, or you have received feedback and made necessary changes to your application, select **Final Submission**.
 - d. **Submit**

Congratulations! You have just completed the Teacher Incentive Grant application. If successfully submitted, an automatic email notice should be received from CGO. If you do not receive notice, please return to your application page and make sure you select submit. Call the Arts in Education Director for questions and/or concerns.

Grants are reviewed by an independent panel on an ongoing basis.

A notice concerning your grant award should be received within 30 – 35 days.